

# STATE OF COLORADO

John W. Hickenlooper, Governor  
Christopher E. Urbina, MD, MPH  
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.      Laboratory Services Division  
Denver, Colorado 80246-1530      8100 Lowry Blvd.  
Phone (303) 692-2000      Denver, Colorado 80230-6928  
Located in Glendale, Colorado      (303) 692-3090  
<http://www.cdphe.state.co.us>



Colorado Department  
of Public Health  
and Environment

## \*\*\*CDPHE-CACFP PROCEDURE MEMO FDCH-#11-13\*\*\*

**DATE:** May 2011

**TO:** Directors of FDCH Sponsors

**FROM:** Lynne Torpy, R.D., Director  
Colorado Department of Public Health and Environment  
Child and Adult Care Food Program (CDPHE-CACFP)

**SUBJECT: Reauthorization 2010 - On the Transmission of Household Income Information by Tier II Family Day Care Homes in the Child and Adult Care Food Program**

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements for the transmission of household income information by tier II family day care home providers in the Child and Adult Care Food Program (CACFP) to their sponsoring organization. The purpose of this memorandum is to provide guidance to Family Day Care Home (FDCH) Sponsors on the implementation of this provision.

Section 333 of the Act amends section 17(f)(3)(A)(iii)(III) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(f)(3)(A)(iii)(III)) to allow tier II family day care home providers in the CACFP to assist in the transmission of household income information from families of enrolled children to their Sponsors. Previously, tier II providers could distribute the children household income eligibility forms (CHIEFs) to the households of enrolled children in their care, but to protect the confidentiality of the form, it was the responsibility of the Sponsors to collect the forms from the households. Sponsors could only inform Providers in tier II homes the numbers of enrolled children eligible for tier I benefits but not the name of those children.

The new provisions of the Reauthorization 2010 Act, allows tier II family day care home providers to collect the CHIEF forms from households and transmit the forms to the Sponsor. However, the provisions of the Act also specify that if a tier II family day care home provider wishes to collect and transmit household information, the provider or the Sponsors must ensure that each household of enrolled children knows:

- The household is not required to complete the CHIEF form in order for their children to participate in CACFP.

- If the household chooses to complete the CHIEF form, the household has the option of either:
  - 1) Returning the form directly to the Sponsor at the address indicated on the form.
  - 2) Returning the CHIEF form to the provider with the written consent authorizing the provider to collect the CHIEF form and transmit the form to the Sponsor on the household's behalf.

It is important to note that tier II family day care home providers may not be required by the CDPHE-CACFP or by the Sponsor to collect and transmit household information to Sponsors, but now have this as an option.

Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions.